

**Commonwealth of Kentucky
Kentucky Department for Libraries and Archives**

**Institute of Museum and Library Services
Library Services and Technology Act**



APPLICATION GUIDELINES

**PUBLIC LIBRARY PROGRAMMING GRANTS
Federal Year 2009**



The Kentucky Department for Libraries and Archives invites qualifying countywide public libraries to submit applications for the federal fiscal year 2009 public library programming grant funds. Funded activities must occur between October 1, 2008 and September 30, 2009.

Applicants are advised to read these guidelines carefully to ensure their applications are acceptable and competitive.

The deadline for submission of 2009 programming grant applications is **June 30, 2008**. Only complete applications postmarked no later than June 30, 2008, will be considered.

Grants will be awarded in amounts ranging from \$2,000 to \$15,000. Applicant libraries may submit up to two grant proposals.

A well planned and executed public library program:

- Matches the appropriateness of a subject to the target audience;
- Addresses a need of the target audience;
- Promotes appreciation of books and reading;
- Introduces a range of library services;
- Enhances the use of the library's collection;
- Improves access to information for specific audiences;
- Encourages positive community cooperation and support; and
- Results in changes in attitudes, behaviors, knowledge, or skill levels of program participants.

Applicants should plan projects that will address needs within their own communities. The following are examples of projects:

- Infant and toddler programming
- Youth and young adult programming
- Diversity projects
- Adult and senior programming
- Preschool programming
- Programming series on topics such as hobbies, finances, health, or music
- Outreach to underserved groups
- Parenting skills
- Partnerships with community agencies and schools
- Literacy programming
- Training or workshops for the public such as career planning or wellness

The original application with original signatures must be postmarked no later than **June 30, 2008** (**fax copies are not acceptable**). The application should be sent to:

Terry Manuel, Division of Field Services
Kentucky Department for Libraries and Archives
P.O. Box 537, 300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

ELIGIBILITY REQUIREMENTS

Libraries who have met the following requirements are eligible to submit an application.

1. Have a legally established public library
2. Have a library director who is properly certified by the Kentucky Board for Certification of Librarians
3. Provide free countywide library services, without discrimination

HOW TO COMPLETE THE APPLICATION

A proposal for grant programs must be made on the application form provided by the Kentucky Department for Libraries and Archives. **Altered forms will not be accepted.**

The application form consists of four parts:

Part I – General Information

Part II – Project Narrative

Part III – Project Budget

Part IV – Certification of Application, Parts A and B

PART I – General Information

Do not leave any area blank. The Project Summary should be a short and **specific description of your project**. An example is provided below.

“This project will introduce and promote library usage among local elementary school students. We intend to transport students to the library to check out books and participate in story time programs, book talks and tours. We will provide two library sponsored events at the school for families and students, and provide a parent’s workshop focusing on the importance of reading to children. An independent consultant will be hired, and library resources and travel for students will be funded.”

PART II – Project Narrative

Thoroughly address each of the **nine (9)** headings in the order listed. **Number the pages consecutively and cite the page numbers on Part III – Project Budget, where appropriate.**

1. **Names and Titles of Project Staff** – List individual names and titles of project staff and note for each person whether they will be paid through local or grant funds.
2. **Outcome Statement** – What changes in attitude, knowledge, behavior, skill, condition or status do you anticipate as a result of the project activities? The outcome statement should be a single sentence that begins with “to increase, to reduce, to decrease”, etc.
3. **Summary of Need** – Provide a brief summary of the needs you wish to meet through this project. Include the target population to be reached. State the facts clearly.
4. **Needs Assessment** – Describe the process by which information was collected and analyzed to determine the need for this project.
5. **Solution** – Clearly describe the proposed project activities. How will these address the identified need? Include a list of measurable project activities.

- 6. Equipment Control** – If equipment is to be purchased with grant funds, briefly discuss how the equipment will be protected from theft, loss, damage, etc. Attach a copy of the library's written equipment control policies and procedures.
- 7. Publicity and Promotion** – How do you intend to promote the program? How will you reach the target audience? Grantees are expected and encouraged to publicize projects in available and appropriate media outlets. Grantees should also investigate innovative methods to ensure the program is comprehensively promoted.
- 8. Outcome-Based Evaluation**
- What outcomes (changes or results) do you expect to see by the end of the program? These should reference the outcome statement specified in heading 2. What impact will the program activities have on the target audience? Provide the measures of project performance that you will use to determine the success of the project.
 - Provide quantities for specific target aims (e.g., number of participants, number of objects scanned, number of workshops taught) to tell numerical results of the project.
 - How do you plan to document the project outcomes, changes or results? How will you know whether or not you have met the anticipated or projected outcomes?
 - How will you obtain quantifiable and anecdotal information about the extent of accomplishment for each activity listed in heading 5? This can be accomplished through surveys, questionnaires, interviews, pre- and post-tests, focus groups, records kept during the project term and anecdotal information.
- 9. Program Continuation** – Describe how the program or services initiated by the grant will be continued after completion of the project term. If the program will not be continued, explain why not.

PART III – Project Budget

Applicants should make budgetary requests only for items that are reasonable and necessary to accomplish the objectives of the project.

Grants funds may **only** be used for allowable project expenses. These include, but are not limited to:

1. Personnel working directly on the project
2. Books / audiovisual materials
3. Supplies
4. Printing / postage
5. Publicity / promotion
6. Software
7. Equipment

Grant funds may **not** be used for unallowable project expenses. These include, but are not limited to:

1. Personnel not working directly on the project
2. Contingencies
3. Donations
4. Food
5. Incentives / gifts / prizes
6. Entertainment

If uncertain about an allowable expenditure, or if assistance is needed in budget preparation, applicants should contact Nicole Bryan, LSTA Coordinator at (502) 564-8300, extension 304, or nicole.bryan@ky.gov.

Specific Instructions for Budget Items

- **Personnel:**
 - *Salaries / fringe benefits of new or existing staff* – Detailed information should be included as an addendum to the budget sheet. Include cost of staff to be charged to the project. Grant funds used to hire new staff or pay existing salaries of staff for time spent directly related to project activities are limited to 30% of the requested funds. This includes full or part time staff whose salaries and fringe benefits will be paid by the library. Time records will be required. Fringe benefits should be included and may differ from library to library. Specifically cite what is included.
 - *Consultants / Speakers* – Detailed information should be included as an addendum to the budget sheet. Include fees and expenses.
- **Books / audiovisual materials** – Detailed information should be included as an addendum to the budget sheet. Be specific on titles and numbers to be purchased. Give average prices of each item and a total price.
- **Supplies** – Detailed information should be included as an addendum to the budget sheet. Be specific on items and numbers to be purchased.
- **Printing / postage** – Detailed information should be included as an addendum to the budget sheet. Include reproduction of project materials and list specific items.
- **Publicity / promotion** – Detailed information should be included as an addendum to the budget sheet. Include only those costs associated with advertising or promoting the program. Grant funds may not be used to promote an individual library or library services in general.
- **Software** – Detailed information should be included as an addendum to the budget sheet. Be specific on items and numbers to be purchased.
- **Equipment** – Detailed information should be included as an addendum to the budget sheet. Be specific on items and numbers to be purchased. Applicants must have an equipment control system that insures adequate safeguards to prevent loss, damage, or theft of equipment.
- **Other** – Detailed information should be included as an addendum to the budget sheet.

PART IV – Certification of Application

Part A – For the application to be complete, the original signatures of at least three members of the Library's Board of Trustees must be affixed.

Part B – For the application to be complete, the original signatures of the library director and the project director must be affixed.

WHAT TO EXPECT AFTER THE APPLICATION HAS BEEN SUBMITTED

Application Review Process

All complete applications submitted by the deadline will be reviewed by KDLA applying the following criteria:

1. All eligibility requirements necessary to submit an application have been met.
2. The application was submitted according to KDLA requirements and guidelines, and contains appropriate signatures on all certifications.
3. The submitted project proposal:
 - provides a clear identification and documentation of need
 - shows sound project planning
 - details clearly stated, measurable project activities
 - utilizes creative and innovative ideas
 - includes an outcome-based evaluation plan
 - has potential for replication by other libraries

Grant Award and Agreement between KDLA and the Approved Applicant

KDLA will notify all applicants by mail no later than 45 days after the application deadline of the action taken on their applications.

Grant award recipients may be required to attend a project information meeting. If attendance is required, the grant award letter will include the date, time and place of meeting.

KDLA will prepare and execute agreements with the grant recipients. The agreements will include all requirements regarding acceptance and use of grant funds, obligations of the grantor and grantee, grant payment schedules, project status and financial expenditure reports, records retention, and audits. The approved application will become part of the agreement between KDLA and the recipient.

All applicants should be aware that the following forms will be required as part of the grant agreement. These forms are available for review on the KDLA website at www.kdla.ky.gov.

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Internet Safety Certification
- Title VI Assurance